



# Calmentor Steering Committee Monthly Meeting Minutes

April 21, 2021  
9:00 AM – 10:00 AM

## Attendees:

Kayla Miller  
Gina Nute  
Patricia Silva  
Charnpreet Malka  
Robynn Spence  
Luis Robles  
Aaron Morgan  
Patrick Lowry  
Steve Robinson  
Steve Mendenhall  
Sara Cortez

## Meeting Minutes:

### 1. Updates - Revamp Calmentor

- Talked about what we wanted to do about revamping the committee and wanted to have the committee take more control and have more input
- **Committee Members**
  - Fill vacancies - talked about 2 spots
    - Question came up about more DBE firms joining and also how long it takes to certify and if they can join before the certification process is complete and also before they begin the process  
Steve mentioned he had two people he could think of
  - Participate on contract outreaches to support Calmentor asked for more participation on this and that they should be helping do the outreach
  - More participation
  - Have committee members check in on pairings.
- **Events**
  - Discussed having two mixers a year and two business meetings



- Mentor/Protégé Training Course once a month – put on my committee members. Each month different topic.
  - Teaming and networking
  - Preparing SOQ documents
- **Admin**
  - Being more of a support system
  - Would like to send out monthly email blasts that would include the following information:
    - DPAC Updates
    - Outreaches
    - LAR?
    - Event updates
    - Small Business updates

## **2. Mentor/Protégé**

- **New pairings/Follow-up Program**
  - No update.

## **3. Funds**

- The remaining account balance is \$4,024.92
  - No update.

## **4. Committee Vacancies**

## **5. New Business**

The next Steering Committee meeting will be held on Wednesday, May 19, 2021.